



Administration for Children and Families

Administration on Children, Youth and Families

Family Violence Prevention and Services Discretionary Grants: National and Special Issue Resource Centers -
Culturally Specific Special Issue Resource Center (CSIRC)

HHS-2011-ACF-ACYF-EV-0210

Application Due Date: 07/15/2011

Family Violence Prevention and Services Discretionary Grants: National and Special Issue Resource Centers -
Culturally Specific Special Issue Resource Center (CSIRC)

HHS-2011-ACF-ACYF-EV-0210

TABLE OF CONTENTS

Overview

Executive Summary

[Section I. Funding Opportunity Description](#)

[Section II. Award Information](#)

[Section III. Eligibility Information](#)

1. Eligible Applicants
2. Cost Sharing or Matching
3. Other - (if applicable)

Section IV. Application and Submission Information

1. [Address to Request Application Package](#)
2. [Content and Form of Application Submission](#)
3. [Submission Dates and Times](#)
4. [Intergovernmental Review](#)
5. [Funding Restrictions](#)
6. [Other Submission Requirements](#)

[Section V. Application Review Information](#)

1. Criteria
2. Review and Selection Process
3. Anticipated Announcement and Award Dates

[Section VI. Award Administration Information](#)

1. Award Notices
2. Administrative and National Policy Requirements
3. Reporting

[Section VII. Agency Contact\(s\)](#)

[Section VIII. Other Information](#)

**Department of Health & Human Services
Administration for Children & Families**

Program Office: Administration on Children, Youth and Families - Family and Youth Services Bureau

Funding Opportunity Title: Family Violence Prevention and Services Discretionary Grants: National and Special Issue Resource Centers - Culturally Specific Special Issue Resource Center (CSIRC)

Announcement Type: Initial

Funding Opportunity Number: HHS-2011-ACF-ACYF-EV-0210

CFDA Number: 93.592

Due Date For Letter of Intent: 06/17/2011

Due Date for Applications: 07/15/2011

Executive Summary:

This funding opportunity is one of four announcements that will award cooperative agreements to support a nationwide network composed of National Resource Centers, Special Issues Resource Centers, and Culturally Specific Special Issue Resource Centers focused on the intervention and prevention of family violence, domestic violence, and dating violence. The network will consist of one National Resource Center on Domestic Violence (NRCDV), one National Indian Resource Center Addressing Domestic Violence and Safety for Indian Women (NIRC), three Culturally Specific Special Issue Resource Centers (CSIRC), and at least four Special Issue Resource Centers (SIRC). These Resource Centers will provide information, resources, training, and technical assistance to improve the capacity of individuals, organizations, governmental agencies, local communities, Tribes, and tribal organizations to prevent family violence, domestic violence, and dating violence and to provide effective intervention services.

Awards under this funding opportunity will support three Culturally Specific Special Issue Resource Center (CSIRC) cooperative agreements. Three additional National and Special Issue Resource Center funding opportunities are available for competition:

- HHS-2011-ACF-ACYF-EV-0211 - National Indian Resource Center Addressing Domestic Violence and Safety for Indian Women (NIRC)
- HHS-2011-ACF-ACYF-EV-0212 - Special Interest Resource Center (SIRC)
- HHS-2011-ACF-ACYF-EV-0213 - National Resource Center on Domestic Violence (NRCDV)

I. Funding Opportunity Description

Statutory Authority

Section 310 of the Family Violence Prevention and Services Act, as amended by Section 201 of the CAPTA Reauthorization Act of 2010, Pub. L. 111-320.

Description

History and Purpose

The Administration on Children, Youth and Families (ACYF), Family and Youth Services Bureau (FYSB) announces funding available to support a network of National and Special Issue Resource Centers authorized under Section 310 of Family Violence Prevention and Services Act, as amended by Section 201 of the CAPTA Reauthorization Act of 2010, Pub. L. 111-320. These resource centers comprise the Domestic Violence Resource Network (DVRN), a network of training and technical assistance organizations which supports family violence, domestic violence, and dating violence prevention and intervention efforts nationwide.

The current National Resource Center grantees are the National Resource Center on Domestic Violence and Sacred Circle: National Resource Center to End Violence Against Native Women. The current SIRC grantees are the Health Resource Center on Domestic Violence; the Resource Center on Civil and

Criminal Law; and the Resource Center on Domestic Violence, Child Protection, and Custody. The current Specialized Outreach Demonstration Projects for Services to Underserved and Diverse Populations grantees are: the Institute on Domestic Violence in the African American Community; the Asian and Pacific Islander Institute on Domestic Violence; Encuentro Latino: National Institute on Family Violence; the National Immigrant Family Violence Institute; and the National Center on Domestic Violence, Trauma, and Mental Health.

National, Special Issue, and Culturally Specific Resource Center Program Requirements

Through this Funding Opportunity Announcement (FOA), FYSB will support three CSIRCs focused on the prevention and intervention of domestic violence and dating violence. These culturally specific resource centers are required to do the following and must demonstrate their abilities to accomplish the following in their applications and work plans:

1. Deliver a comprehensive array of national technical assistance and training to expand the capacity of domestic violence programs, State domestic violence coalitions, Tribes, tribal organizations, government agencies, and community-based organizations to provide domestic violence intervention and prevention services that are accessible to all victims of domestic violence and their children including persons from diverse, historically marginalized, and Lesbian, Gay, Bisexual, and Transgender (LGBT) communities;
2. Enhance public awareness through the development of resources and distribution of information related to intervention/prevention strategies, prevalence statistics, emerging issues, culturally specific populations, or special topics;
3. Support service innovation by identifying evidence-based practices for prevention and intervention of domestic violence and dating violence while assisting with the dissemination, promotion, adoption, and adaptation of such practices in the domestic violence field;
4. Expand the capacity of domestic violence programs, State domestic violence coalitions, Tribes, tribal organizations, community-based organizations, and statewide entities to offer culturally relevant, linguistically appropriate, and accessible services to a victims of domestic violence from diverse and historically marginalized communities;
5. Develop and enhance family violence, domestic violence, and dating violence intervention and prevention strategies by fostering promising practice development and adaptation throughout the domestic violence field which includes training, technical assistance, and creating/gathering guidelines, materials, and policies;
6. Engage public and private systems/institutions through policy development thus creating national, statewide, tribal, or local improvements in systemic responses to family violence, domestic violence, and dating violence such as integrating domestic violence protocols into home visitation programs; enhancing school-based dating violence prevention initiatives; enhancing work-force development options for victims; enhancing public welfare policies to increase accessibility for victims and their families;
7. Expand the capacity of domestic violence programs, State domestic violence coalitions, Tribes and tribal organizations to offer trauma-informed services that address lifetime exposure to violence, and include trauma-focused intervention strategies;
8. Address emerging issues related to family violence, domestic violence, or dating violence through the provision of training and technical assistance for domestic violence programs, domestic violence coalitions, Tribes, tribal organizations, government agencies, and community-based organizations;
9. Lead or contribute to research related to family violence, domestic violence, and dating violence prevention or intervention for victims of domestic violence and children exposed to domestic violence; and
10. Build and contribute to an evidence base for services, programs, and advocacy strategies for family violence, domestic violence, and dating violence intervention and prevention.

In order to identify and respond to emerging issues, technical assistance requests, the adaptation of

promising practices, and increasing service demands, each applicant is required to work in partnership with community-based domestic violence programs, State domestic violence coalitions, government agencies, Tribes, tribal organizations, policymakers, culturally specific organizations, LGBT organizations, and other entities involved in assisting community-based programs and victims of domestic violence.

Culturally Specific Special Issue Resource Center Expectations

CSIRC applicants are expected to offer a comprehensive and national scope of training and technical assistance that is culturally relevant and directly related to family violence, domestic violence, and dating violence intervention and prevention services. This technical assistance is also required to include programs and research related to adult and youth victims of domestic violence and children who are exposed to domestic violence. CSIRC applicants are intended to provide effective intervention strategies and information that improves the capacity of individuals, organizations, governmental agencies, and communities to prevent family violence, domestic violence, and dating violence. Each CSIRC applicant has statutory programmatic components and expectations that are required by Section 310 of Family Violence Prevention and Services Act (FVPSA), as amended by Section 201 of the CAPTA Reauthorization Act of 2010, Pub. L 111-320. Those statutory requirements are detailed throughout this announcement and must be addressed by applicants.

The CSIRC applicants are expected to focus on enhancing the cultural and linguistic relevancy of service delivery, resource utilization, policy, research, technical assistance, community education, intervention, and prevention initiatives. CSIRC applicants are expected to enhance family violence, domestic violence, and dating violence prevention and intervention efforts for victims of domestic violence who are members of racial and ethnic minority groups by building the capacity of domestic violence programs to provide culturally relevant and linguistically appropriate services and coordinate outreach efforts to diverse communities.

II. Award Information

Funding Instrument Type:	Cooperative Agreement
Estimated Total Funding:	\$1,500,000
Expected Number of Awards:	3
Award Ceiling:	\$600,000 Per Budget Period
Award Floor:	\$400,000 Per Budget Period
Average Projected Award Amount:	\$500,000 Per Budget Period

Length of Project Periods:

60-month project with five 12-month budget periods

Additional Information on Awards:

Awards made under this announcement are subject to the availability of Federal funds.

Awards, on a cooperative basis, will be for a 1 year budget period, although projects may be for 5 years. Applicants should provide a budget for the 1 year budget period but must include a plan for the full 5 years accordingly.

Applications for continuation grants funded under these awards beyond the one-year period will be considered in subsequent years on a non-competitive basis, subject to the availability of funds, satisfactory progress of the grantee, review and approval of the project plan submitted in year one, and a determination that continued funding would be in the best interest of the Federal Government.

Description of ACF's Anticipated Substantial Involvement Under the Cooperative Agreement

All awards will be cooperative agreements. A cooperative agreement is an award instrument used when substantial involvement is anticipated between the awarding office and the recipient during performance of the contemplated project. FYSB will collaborate with the primary grantee throughout the project period.

FYSB will provide consultation and will review and approve the work plan for the project, as well as the structure and integrity of the resource center. FYSB will also approve any revisions to the work plan or structure of the resource center during each budget/project period. Additionally, FYSB will approve significant project activities and changes to project plans. FYSB will review and approve final drafts of all updated or new materials, articles, major publications, and research reports that are developed or distributed with resources made available under this cooperative agreement.

FYSB will be involved in the development of long-term strategies for the implementation of the project and will participate in major project activities, such as conferences, topical meetings, or major project meetings. Grantees will plan conferences, topical meetings, or major project meetings in conjunction with FYSB to ensure participation of FYSB staff. Grantees will provide a detailed plan for project implementation, a work plan, trainings/events schedule, evaluation schedule, and a plan for reporting on the effectiveness of the project. As FYSB determines appropriate, FYSB will make changes to the project plan in consultation with the grantee.

FYSB will organize periodic consultations, meetings, briefings, teleconferences, webinars, and other forums necessary to review current and planned activities, to share information, and to promote national coordination. Grantees must plan travel expenses for at least one representative from your organization to participate in two DVRN meetings each project period and at least one FYSB sponsored meeting each project period. Grantees must plan to facilitate at least two FYSB sponsored webinars each project period. FYSB will keep grantees informed about expectations for performance, current FYSB policy, and FYSB's vision for addressing family violence. The respective responsibilities of FYSB and the successful applicants will be identified and incorporated into the terms and conditions of the award during the pre-award negotiations. It is anticipated that the cooperative agreement will not change the project requirements for the grantees under this announcement.

Please see *Section IV.5 Funding Restrictions* for any limitations on the use of grant funds awarded under this announcement.

III. Eligibility Information

III.1. Eligible Applicants

To be eligible to receive a grant to establish or maintain a Culturally Specific Special Issue Resource Center (CSIRC) under Section 310 of the Family Violence Prevention and Services Act (FVPSA) as amended by Section 201 of the CAPTA Reauthorization Act of 2010, Pub. L. 111-320, an entity shall be a nonprofit private organization that focuses primarily on domestic violence and that can demonstrate the ability to meet the specific FVPSA eligibility requirements as detailed below.

Culturally Specific Special Issue Resource Center Eligibility

To be eligible to receive a grant under Section 310 of Family Violence Prevention and Services Act, as amended by Section 201 of the CAPTA Reauthorization Act of 2010 Pub. L 111-320, an applicant must demonstrate the following:

1. Primary organizational focus on the issues of domestic violence and dating violence in a racial or ethnic community, or is a public or private nonprofit educational institution that has a domestic violence institute, center, or program related to culturally specific issues in domestic violence;

2. Documented experience in the areas of domestic violence prevention and services, and experience relevant to the specific racial or ethnic population to which information, training, technical assistance, and outreach would be provided under the grant;
3. Organizational executive leadership and staffing structure is representative of the specific racial, ethnic, underserved, or historically marginalized community the applicant proposes to serve, which also includes having a steering committee/advisory board that includes representatives from culturally specific communities, community-based organizations, and domestic violence programs that are geographically and culturally diverse;
4. Strong support from advocates all across the Nation who are working to address domestic violence; and
5. A record of demonstrated effectiveness in enhancing the cultural and linguistic relevancy of service delivery.

Individuals, foreign entities, and sole proprietorship organizations are not eligible to compete for, or receive, awards made under this announcement.

Faith-based and community organizations that meet eligibility requirements are eligible to receive awards under this funding opportunity announcement.

See "Legal Status of Applicant Entity" in *Section IV.2* for documentation required to support eligibility.

III.2. Cost Sharing or Matching

Cost Sharing / Matching Requirement: No

III.3. Other

Disqualification Factors

Applications with requests that exceed the ceiling on the amount of individual awards as stated in *Section II. Award Information*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

Applications that fail to satisfy the due date and time deadline requirements stated in *Section IV.3. Submission Dates and Times*, will be deemed non-responsive and will not be considered for competitive review or funding under this announcement.

See *Section IV.3. Submission Dates and Times* for disqualification information specific to electronically-submitted applications:

- Electronically-submitted applications that do not receive a date/time-stamp email indicating application submission on or before 4:30 p.m., eastern time, on the due date, will be disqualified and will not be considered for competitive review or funding under this announcement.
- Electronically-submitted applications that fail the checks and validations at www.Grants.gov because the Authorized Organization Representative (AOR) does not have a current registration at the Central Contractor Registry (CCR) at the time of application submission will be disqualified and will not be considered for competitive review or funding under this announcement.

Section IV. Application and Submission Information

IV.1. Address to Request Application Package

Standard Forms, assurances, and certifications are available at the ACF Funding Opportunities Forms webpage. Standard Forms are also available at the [Grants.gov Forms Repository](https://www.grants.gov/forms-repository) website.

Lisa Dammar

FSBY Operations Center

c/o Lux Consulting Group

Attention: FV/CSIRC Applicant

8405 Colesville Road, Suite 600

Silver Spring, MD 20910

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

Section IV.2. Content and Form of Application Submission

Copies Required:

If applying in hard copy, applicants are required to submit one original and two copies of all application materials. **If applying electronically via www.Grants.gov**, applicants must submit one complete copy of the application package electronically. Applicants submitting electronic applications need not provide additional copies of their application materials.

Signatures:

The original signature of the Authorized Organization Representative (**AOR**) is required only on the original copy of hard copy application submissions. The AOR is named by the applicant, and is authorized to act for the applicant, to assume the obligations imposed by the Federal laws, regulations, requirements, and conditions that apply to the grant application or awards. A point of contact on matters involving the application must also be identified on the SF-424 at item 8f. The point of contact, known as the Project Director or Principal Investigator, should not be identical to the person identified as the AOR.

Formatting Requirements:

All application materials for both hard copy (mailed or hand delivered) and electronic submissions must be submitted on 8 ½" x 11" white paper with 1-inch margins. **All pages of the application submission (hard and electronic copies) must be sequentially numbered.** Project Descriptions, narratives, summaries, etc., must be in double-spaced format in 12-point font. Hard copy application materials must be one-sided for duplication purposes. Hard copy application copies (original and two copies) must not be bound, they may be clipped or rubber-banded together.

If an application exceeds the cited page limitation for double-spaced pages in the application narrative or the double-spaced page limitation cited for the appendices and resumes, the extra pages will be removed and will not be reviewed. In addition, if an application narrative is single-spaced and/or one-and-a-half spaced (in whole or in part) the total number of these lines will be doubled. This adjustment may result in an increased total number of pages, which will be removed so that the application conforms to the cited double-spaced page limitation. **Page limitations do not include the required Standard Forms.**

This section also may include instructions on the order of assembly for hard copy (mailed or hand delivered) application submissions. Acceptable formats for applications submitted electronically via www.Grants.gov are MS-Word and Excel, Word Perfect, Adobe PDF, Jpeg and Gif.

Later in this section of the announcement, specific information on page limitations is provided. Information on required Standard Forms and other forms, certifications and assurances, D-U-N-S Numbers and Central Contractor Registration (CCR) requirements, the project description, budget and budget justification requirements, and methods of application submission are also found later in this section (*Section IV.2.*).

A checklist of required application elements is available for applicants' use in *Section VIII. Additional Information*.

Clearly indicate that you are submitting a CSIRC application and state the culturally specific population that will be the focus of the CSIRC's programming and resource development.

Limit the application to 40 pages, double-spaced. Pages in excess of the 40-page limitation will be removed and not reviewed.

Federal forms, budget and budget narrative, Memorandum of Understanding (MOUs), letters of support, organizational charts, board of directors, resumes, audit reports or statements from Certified Public Accountants, and proof of non-profit status will not be counted toward the total number of pages. Remember that shorter applications are often easier for reviewers to fully comprehend.

FYSB suggests that applicants use headings, subheadings, bullet points, extra spaces, and formatting such as bold or underline to help grant reviewers easily locate each aspect of your grant application and determine that each point has been addressed in your application.

Forms, Assurances, and Certifications

Applicants seeking financial assistance under this announcement must submit the listed Standard Forms (SFs), assurances, and certifications. All required Standard Forms, assurances, and certifications are available at [ACF Funding Opportunities Forms](#) or at the [Grants.gov Forms Repository](#) unless specified otherwise.

Forms / Assurances / Certifications	Submission Requirement	Notes / Description
SF-LLL - Disclosure of Lobbying Activities, if applicable	If applicable, submission is due prior to award.	If any funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan, the applicant shall complete and submit the SF-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions. Applicants must furnish an executed copy of the Certification Regarding Lobbying prior to award.

Certification Regarding Lobbying	Submission required of all applicants prior to award.	Required for all applications.
Survey on Ensuring Equal Opportunity for Applicants	Submission is voluntary. Submission may be made with the application or prior to award.	Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Submission of the survey is voluntary. Applicants applying electronically may submit the survey along with the application. Hard copy submissions should include the survey in a separate envelope.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Submission required for all applicants when applying for a non-construction project by the application due date.	Required for all applications when applying for a non-construction project .
DUNS Number (Universal Identifier)	Required for all applicants.	Required for all applicants.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Submission required for all applicants by the application due date.	Required for all applications.
Central Contractor Registration (CCR)	Required for all applicants. CCR registration must be active by time of award.	Required for all applicants. CCR registration must be active by time of award.

Additional Assurances and/or Certifications

The Pro-Children Act of 2001, 42 U.S.C. 7181 through 7184, imposes restrictions on smoking in facilities where federally funded children's services are provided. HHS grants are subject to these requirements only if they meet the Act's specified coverage. The Act specifies that smoking is prohibited in any indoor facility (owned, leased, or contracted for) used for the routine or regular provision of kindergarten, elementary, or secondary education or library services to children under the age of 18. In addition, smoking is prohibited in any indoor facility or portion of a facility (owned, leased, or contracted for) used for the routine or regular provision of federally funded health care, day care, or early childhood development, including Head Start services to children under the age of 18. The statutory prohibition also applies if such facilities are constructed, operated, or maintained with Federal funds. The statute does not apply to children's services provided in private residences, facilities funded solely by Medicare or Medicaid funds, portions of facilities used for inpatient drug or alcohol treatment, or facilities where WIC coupons are redeemed. Failure to comply with the provisions of the law may result in the imposition of a civil monetary penalty of up to \$1,000 per violation and/or the imposition of an administrative compliance order on the responsible entity.

The Drug-Free Workplace Act of 1988, 42 U.S.C. 701 *et seq.*, requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. The recipient must notify the awarding office if an employee of the recipient is convicted of violating a criminal drug statute. Failure to comply with these requirements may be cause for debarment. HHS implementing regulations are set forth in 45 C.F.R. part 82, "Governmentwide Requirements for Drug-Free Workplace (Financial Assistance)."

The Certification Regarding Debarment, Suspension, and Other Responsibility Matters is available at http://www.acf.hhs.gov/grants/grants_resources.html.

By signing and submitting the application, applicants are making the appropriate certification of their compliance with all Federal statutes relating to nondiscrimination.

Additional information on certifications and assurances may be found in the HHS Grants Policy Statement at: <http://www.acf.hhs.gov/grants/notices.html#policy>.

Non-Federal Reviewers

Since ACF will be using non-Federal reviewers in the review process, applicants have the option of omitting from the application copies (not the original) specific salary rates or amounts for individuals specified in the application budget as well as Social Security Numbers, if otherwise required for individuals. The copies may include summary salary information. If applicants are submitting their application electronically, ACF will omit the same specific salary rate information from copies made for use during the review and selection process.

DUNS Number and CCR Registration Requirements

DUNS Number Requirement

All applicants for grants and cooperative agreements must have a DUNS number (Data Universal Numbering System) at the time of application. A DUNS number is required whether an applicant is submitting a paper application or using the Government-wide electronic portal, www.Grants.gov.

A DUNS number is required for every application for a new award or renewal/continuation of an award, including applications or plans under formula, entitlement, and block grant programs. A DUNS number may be acquired at no cost online at <http://fedgov.dnb.com/webform>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center:

U.S. and U.S. Virgin Islands: 1-866-705-5711

Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1)

Monday - Friday 7 a.m. to 8 p.m., c.s.t.

The process to request a D-U-N-S® Number by telephone takes between 5 and 10 minutes.

Central Contractor Registration (CCR) Requirement

Effective October 1, 2010, HHS requires all entities that plan to apply for and ultimately receive Federal grant funds from any HHS Operating/Staff Division (OPDIV) or receivesubawards directly from recipients of those grant funds to:

- Be registered in the CCR prior to submitting an application of plan;
- Maintain an active CCR registration with current information at all times during which it has an active award or an application or plan under consideration by an OPDIV; and
- Provide its DUNS number in each application or plan it submits to the OPDIV.

An award cannot be made until an applicant has complied with these requirements. At the time an award is ready to be made, if the intended recipient has not complied with these requirements, the OPDIV:

- May determine that the applicant is not qualified to receive an award; and
- May use that determination as a basis for making an award to another applicant.

Additionally, all first-tier subaward recipients (i.e., direct subrecipient) must have a DUNS number at the time the subaward is made

CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

There is the possibility of heavy traffic at the CCR website at application due dates.

Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Definitions:

Central Contractor Registration (CCR): The Federal registrant database and repository into which an entity must provide information required for the conduct of business as a recipient. CCR, managed by the General Services Administration, collects, validates, stores, and disseminates data in support of agency financial assistance missions.

Data Universal Numbering System (DUNS) Number: The nine-digit, or thirteen-digit (DUNS + 4), number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities.

Entity:

Means all of the following:

- A Governmental organization, which is a State, local government, or Indian tribe;
- A foreign public entity;
- A domestic or foreign for-profit organization; and
- A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.

Subaward: This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that the recipient awards to an eligible subrecipient.

- This term does not include the procurement of property and services needed to carry out the project or program (for further explanation, see Sec. --.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
- A subaward may be provided through any legal agreement, including an agreement that the grantee or a subrecipient consider to be a contract.

First Tier Subrecipient: An entity that receives a subaward from a prime grantee and is accountable to the prime for the use of the Federal funds provided by the subaward.

The Project Description

Part I: The Project Description Overview

The project description provides the majority of information by which an application is evaluated and ranked in competition with other applications for available assistance. The project description should be concise and complete. It should address the activity for which Federal funds are being requested. Supporting documents should be included where they can present information clearly and succinctly. In preparing the project description, information that is responsive to each of the requested evaluation criteria must be provided. Awarding offices use this and other information in making their funding recommendations. It is important, therefore, that this information be included in the application in a manner that is clear and complete.

General Expectations and Instructions

ACF is particularly interested in specific project descriptions that focus on outcomes and convey strategies for achieving intended performance. Project descriptions are evaluated on the basis of substance and measurable outcomes, not length. Extensive exhibits are not required. Cross-referencing should be used rather than repetition. Supporting information concerning activities that will not be directly funded by the grant or information that does not directly pertain to an integral part of the grant-funded activity should be placed in an appendix.

Part II: General Instructions for Preparing a Full Project Description

Introduction

Applicants that are required to submit a full project description shall prepare the project description statement in accordance with the following instructions while being aware of the specified evaluation criteria. The topics listed in this section provide a broad overview of what the project description should include while the Criteria in *Section V.I.* identify the measures that will be used to evaluate applications.

Letter of Intent

Applicants are strongly encouraged to notify ACF of their intention to submit an application under this announcement. Please submit the letter of intent by the deadline date listed in Section IV.3 Submission Dates and Times. The letter of intent should include the following information: number and title of this announcement; the name and address of the applicant organization; and/or Fiscal Agent (if known); and the name, phone number, fax number and email address of a contact person. Letter of intent information will be used to determine the number of expert reviewers needed to evaluate applications. The letter of intent is **optional**. Failure to submit a letter of intent will not impact eligibility to submit an application and will not disqualify an application from competitive review.

Submit letters of intent to:

Lisa Dammar

FYSB Operations Center

c/o Lux Consulting Group

Attention: FV/CSIRC Applicant

8405 Colesville Road, Suite 600

Silver Spring, MD 20910

Table of Contents

List the contents of the application including corresponding page numbers.

Project Summary/Abstract

Provide a summary of the application's project description. The summary must be clear, accurate, concise, and without reference to other parts of the application. The abstract must include a brief description of the proposed grant project including the needs to be addressed, the proposed services, and the population group(s) to be served.

Please place the following at the top of the abstract:

- Project Title
- Applicant Name
- Address
- Contact Phone Numbers (Voice, Fax)
- E-Mail Address
- Web Site Address, if applicable

The project abstract must be single-spaced and limited to one page in length.

Objectives And Need For Assistance

Clearly identify the physical, economic, social, financial, institutional, and/or other problem(s) requiring a solution. The need for assistance including the nature and scope of the problem must be demonstrated, and the principal and subordinate objectives of the project must be clearly and concisely stated; supporting documentation, such as letters of support and testimonials from concerned interests other than the applicant, may be included. Any relevant data based on planning studies or needs assessments should be included or referred to in the endnotes/footnotes. Incorporate demographic data and participant/beneficiary information, as needed. In developing the project description, the applicant may volunteer or be requested to provide information on the total range of projects currently being conducted and supported (or to be initiated), some of which may be outside the scope of the program announcement.

Outcomes Expected

Identify the outcomes to be derived from the project.

By the end of the grant period, FVPSA-funded applicants are expected to have provided an array of training, expertise, problem solving strategies and other forms of technical assistance to Federal, State, and local governmental agencies, Tribes, tribal organizations, domestic violence service providers, community-based organizations, and other professionals and interested parties, related to family violence, domestic violence, and dating violence intervention and prevention services for victims of domestic violence and their children. Applicants are expected to offer educational opportunities, conferences, peer-to-peer consultations, webinars, distance learning, and other forms of technical assistance that allows domestic violence programs, State domestic violence coalitions, Tribes and tribal organizations, government agencies, and community-based organizations to learn from their expertise regarding family violence, domestic violence, and dating violence intervention and prevention.

Applicants are expected to share their expertise to lead practice improvements as well as organizational capacity building. Applicants are expected to foster partnerships between organizations that have not traditionally worked together to address family violence, domestic violence, and dating violence, such as public institutions, faith-based organizations, culturally specific organizations, LGBT organizations, or community-based organizations. Applicants will lead or contribute to family violence, domestic violence, and dating violence intervention and prevention related research which could include program evaluation, national research projects, drafting applied research papers, holding focus groups, conducting community assessments, and or collaborating with wide range of individuals and organizations leading domestic violence and dating violence related research or evaluation.

Finally, applicants are expected to have a national dissemination strategy for sharing promising practices, outcomes, and resources nationwide. Grant products will be disseminated broadly, including posting on the grantee's website, the FYSB website, the National Resource Center on Domestic Violence clearinghouse, and other means to reach a broad audience of individuals and communities addressing

family violence, domestic violence, and dating violence prevention and intervention.

Approach

Outline a plan of action that describes the scope and detail of how the proposed work will be accomplished. Account for all functions or activities identified in the application. Cite factors that might accelerate or decelerate the work and state your reason for taking the proposed approach rather than others. Describe any unusual features of the project such as design or technological innovations, reductions in cost or time, or extraordinary social and community involvement.

Provide quantitative monthly or quarterly projections of the accomplishments to be achieved for each function or activity in such terms as the number of people to be served and the number of activities accomplished. Data may be organized and presented as project tasks and subtasks with their corresponding timelines during the project period. For example, each project task could be assigned to a row in the first column of a grid. Then, a unit of time could be assigned to each subsequent column, beginning with the first unit (i.e., week, month, quarter) of the project and ending with the last. Shading, arrows, or other markings could be used across the applicable grid boxes or cells, representing units of time, to indicate the approximate duration and/or frequency of each task and its start and end dates within the project period.

When accomplishments cannot be quantified by activity or function, list them in chronological order to show the schedule of accomplishments and their target dates.

Provide a list of organizations, cooperating entities, consultants, or other key individuals who will work on the project, along with a short description of the nature of their effort or contribution.

Applicant Approach Activities

All applicants must detail a plan for addressing the statutory program requirements of Section 310 of Family Violence Prevention and Services Act of 2010 and the expected project activities within the public awareness and resource development, training and technical assistance, policy development and systems engagement, research, and additional considerations sections of this announcement, as detailed below. All applicants must clearly indicate that this is an application for a CSIRC and state which culturally specific population will be the focus of the CSIRC's programming.

Applicants' plans must describe the organization's current coordination efforts with other appropriate applicants, including details of past collaborations and plans for coordination of technical assistance, which also includes collaboration with the Domestic Violence Resource Network.

All applicants are to describe their confidentiality measures within their applications which also includes demonstrating established policies, procedures, and protocols to ensure the non-disclosure of confidential, private, or personally identifiable information concerning victims of family violence, dating violence, and domestic violence without informed, written, reasonably time-limited consent by the person about whom the information is sought.

1. Public Awareness and Resource Development Activities - Applicant public awareness and resource development activities must include:

- a. Gather and create resources, including promising practices, guidelines, and clearinghouse informational materials and make this information available to the domestic violence field;
- b. Distribute and develop comprehensive statistics, fact sheets, and specialized resources addressing a range of family violence, domestic violence, and dating violence intervention and prevention issues, including emerging topics;
- c. Distribute and develop materials to support the adaptation of model programs, evidence-based practices, promising practices, and exemplary projects; and

- d. Develop a national dissemination strategy to share promising practices, outcomes, and resources nationwide using tools that will enhance the accessibility of statistics, fact sheets, and specialized domestic violence and dating violence resources including content management systems, communities of practice, electronic lists, websites, and webinars.

2. Training and Technical Assistance Activities - Applicant training and technical assistance activities must include:

- a. Deliver a comprehensive array of national technical assistance and training to expand the capacity of domestic violence programs, State domestic violence coalitions, Tribes, tribal organizations, government agencies, and community-based organizations to provide domestic violence intervention and prevention services that are accessible to all victims of domestic violence including persons from diverse, historically marginalized, and LGBT communities;
- b. Enhance domestic violence programs' organizational capacity and accessibility by offering innovative and comprehensive educational opportunities, conferences, peer-to-peer consultations that allow community-based programs to learn from the Resource Center's expertise;
- c. Identify training and technical assistance needs of the domestic violence field that are within the applicant's expertise and provide targeted technical assistance based on those needs;
- d. Lead advocacy and service practice improvements and capacity building by offering comprehensive technical assistance and solution-based strategies to address existing needs, challenges, or emerging issues;
- e. Develop emerging training and technical assistance strategies such as organizational capacity building, programmatic accessibility, trauma-informed services, or victim centered advocacy that will sustain or enhance existing domestic violence intervention and prevention services, including those that respond to specialized issues, current advocacy challenges, service barriers, and emerging trends; and
- f. Coordinate broader technical assistance efforts with the NRCDV, NIRC, SIRC, and CSIRC whenever possible.

3. Policy Development and System Engagement Activities - Applicant policy development and system engagement activities must include:

- a. Engage public and private systems to create national, statewide, tribal, and local improvements in systemic responses to family violence, domestic violence, and dating violence intervention and prevention thus minimizing barriers for victims of domestic violence and their children who need to safely access these systems;
- b. Engage public and private systems in conducting needs assessments to address emerging trends, gaps, and accessibility barriers domestic violence victims may face when accessing services; and
- c. Collaboratively work together with public and private systems to strengthen policies and institutionalize training to improve accessibility and service effectiveness for victims of domestic violence and their children.

4. Research Activities - Research activities are not required to be large scale but must be broad in scope and specifically related to the CSIRC's area of focus. Examples of activities may include literature reviews, research papers, published reports, and focus groups. Applicant research and evaluation activities must include:

- a. Review the scope of available research and national standards to identify gaps and key questions for future research opportunities or projects. The scope of this review may be limited to the specific expertise of the applicant;
- b. Collaborate with the domestic violence field and other NRCDV, NIRC, SIRC, or CSIRC applicants to review and understand domestic violence related lessons learned,

- evidence-based and promising practices, national standards, and effective practices for addressing emerging issues, needs, gaps, or accessibility challenges;
- c. Collaborate with the domestic violence field and other NRCDV, NIRC, SIRC, or CSIRC applicants to assess evidence-based practices for their applicability for domestic violence victims and their children. Applicants are also expected to work with the domestic violence field to assist with the adoption and implementation of evidence-based practices within domestic violence settings; and
 - d. Develop a plan for national distribution of research or findings that integrates the applicant's area of expertise and shares those findings with the domestic violence field as well as the general public.

Approach: Additional Considerations for Applicants

In addition to addressing the previously stated applicant expectations, each applicant must address their participation in additional activities listed below as they pertain to the proposed CSIRC:

1. DVRN Participation and Coordination

- a. The NRCDV will serve as the coordinator of the DVRN's technical assistance meetings;
- b. DVRN members will work collaboratively to share their national expertise and deliver domestic violence related training and technical assistance; and
- c. While the NRCDV, NIRC, SIRC, and CSIRC applicants are members of the DVRN, they maintain independent governance of their own organizations, but are expected to share their expertise with other DVRN members, actively participate in the coordination of technical assistance, attend semi-annual DVRN meetings, and work collaboratively to develop resources as needed.

2. Culturally Specific Special Issue Resource Centers - Culturally Specific Institutes currently funded by FVPSA, provide national leadership on engaging underserved communities in a dialogue regarding the dynamics of domestic violence, culture, victimization, oppression, and healing. CSIRC applicants are expected to use their expertise to provide a specific context for domestic violence as it relates to the ethnic, racial, cultural, and lingual diversity of victims of domestic violence from underserved and historically marginalized communities. CSIRC applications must focus on the following activities within the approach section of their applications:

- a. Identifying the underserved or diverse community that will be served, the needs to be addressed within the diverse or underserved community, and the culturally relevant/linguistically appropriate programmatic activities that will address those needs;
- b. Demonstrating extensive expertise in analyzing the dynamics of domestic violence, culture, victimization, oppression, and healing, as well as a history of engaging culturally specific communities in addressing these issue;
- c. Creating new technical assistance resources where gaps have been identified to enhance domestic violence intervention and prevention efforts for victims of domestic violence who are members of racial and ethnic minority groups;
- d. Convening community-based activists, domestic violence service providers, domestic violence survivors, practitioners, and researchers to support coordinated outreach efforts to underserved and diverse communities and to examine the dynamics of domestic violence, culture, victimization, trauma, oppression, and healing;
- e. Developing a community engagement, education, and outreach strategy to involve underserved communities in the creation and implementation of services relevant to the ethnic, racial, cultural, and lingual diversity, geographic isolation, or oppression of victims of domestic violence;

- f. Providing training, technical assistance, policy analysis, and resource development to enhance underserved communities' involvement with coordinating community responses to domestic violence; and
- g. Supporting the capacity building of community-based, culturally specific service providers to respond to domestic victims and their children, which includes culturally relevant and linguistically appropriate awareness and outreach events.

Evaluation

Provide a narrative addressing how the conduct of the project and its results will be evaluated. In addressing the evaluation of results, state what measures will be used to determine the extent to which the project has achieved its stated objectives and the extent to which the accomplishment of objectives can be attributed to the project. Discuss the criteria to be used to evaluate results, and explain the methodology that will be used to determine if the needs identified and discussed are being met and if the project results and benefits are being achieved. With respect to the conduct of the project, define the procedures to be employed to determine whether the project is being conducted in a manner consistent with the work plan presented and discuss the impact of the project's various activities that address the project's effectiveness.

All applicants are expected to demonstrate their effectiveness in achieving the project objectives and completing the activities proposed in their project plan. Measures of effectiveness should include success delivering national scope training and technical assistance that addresses the needs of the domestic violence field. CSIRC grantees will be required to report the specific number of training events, technical assistance responses, public awareness activities, community engagement activities, and resource development projects on a semi-annual basis.

Finally, all applicants will be evaluated on their effectiveness in completing the following:

1. Assisting in the capacity building of organizations serving domestic violence victims and their children;
2. Meeting the needs of the domestic violence field as it relates to training and technical assistance;
3. Leading advocacy practice and service changes within the domestic violence field; and
4. Reaching a broad base of domestic violence service providers, organizations, Tribes, tribal organizations, State Domestic Violence Coalitions, and community-based organizations including culturally-specific organizations as well as organizations serving the LGBT communities through training and technical assistance.

Legal Status of Applicant Entity

Applicants must provide the following documentation of their legal status:

Proof of Non-Profit Status

Non-profit organizations applying for funding are required to submit proof of their non-profit status. Proof of non-profit status is any one of the following:

- A reference to the applicant organization's listing in the IRS's most recent list of tax-exempt organizations described in the IRS Code.
- A copy of a currently valid IRS tax-exemption certificate.
- A statement from a State taxing body, State attorney general, or other appropriate State official certifying that the applicant organization has non-profit status and that none of the net earnings accrue to any private shareholders or individuals.
- A certified copy of the organization's certificate of incorporation or similar document that clearly establishes non-profit status.
- Any of the items in the subparagraphs immediately above for a State or national parent organization and a statement signed by the parent organization that the applicant organization is a local non-profit

affiliate.

When applying electronically, proof of non-profit status may be submitted as an attachment; however, proof of non-profit status must be submitted prior to award.

Organizational Capacity

- Organizational charts
- Board of Directors
- Contact persons and telephone numbers
- Documentation of experience in the program area
- Any other pertinent information the applicant deems relevant.

Provide a biographical sketch or resume for each key person appointed. Resumes should be no more than two pages in length. Job descriptions for each vacant key position should be included as well. As new key staff are appointed, biographical sketches or resumes will also be required.

Protection of Sensitive and/or Confidential Information

If any confidential or sensitive information will be collected during the course of the project, whether from staff (e.g., background investigations) or project participants and/or project beneficiaries, provide a description of the methods that will be used to ensure that confidential and/or sensitive information is properly handled and safeguarded. Also provide a plan for the disposition of such information at the end of the project period.

Dissemination Plan

Provide a plan for distributing reports and other project outputs to colleagues and to the public. Applicants must provide a description of the method, volume, and timing of distribution.

Third-Party Agreements

Provide written and signed agreements between grantees and subgrantees, or subcontractors, or other cooperating entities. These agreements must detail the scope of work to be performed, work schedules, remuneration, and other terms and conditions that structure or define the relationship.

Letters Of Support

Provide statements from community, public, and commercial leaders that support the project proposed for funding. All submissions should be included in the application package or by the application deadline.

Budget and Budget Justification

Provide a budget with line-item detail and detailed calculations for each budget object class identified on the Budget Information Form (SF-424A or SF-424C). Detailed calculations must include estimation methods, quantities, unit costs, and other similar quantitative detail sufficient for the calculation to be duplicated. If matching is a requirement, include a breakout by the funding sources identified in Block 18 of the SF-424.

Provide a narrative budget justification for each year of the proposed project. The narrative budget justification should describe how the categorical costs are derived. Discuss the necessity, reasonableness, and allocation of the proposed costs.

General

Use the following guidelines for preparing the budget and budget justification. Both Federal and non-Federal resources (when required) shall be detailed and justified in the budget and budget narrative justification. "Federal resources" refers only to the ACF grant funds for which you are applying. "Non-Federal resources" are all other non-ACF Federal and non-Federal resources. It is suggested that budget amounts and computations be presented in a columnar format: first column, object class categories; second column, Federal budget; next column(s), non-Federal budget(s); and last column, total budget. The budget justification should be in a narrative form.

Personnel

Description: Costs of employee salaries and wages.

Justification: Identify the project director or principal investigator, if known at the time of application. For each staff person, provide: the title; time commitment to the project in months; time commitment to the project as a percentage or full-time equivalent; annual salary; grant salary; wage rates; etc. Do not include the costs of consultants, personnel costs of delegate agencies, or of specific project(s) and/or businesses to be financed by the applicant.

Fringe Benefits

Description: Costs of employee fringe benefits unless treated as part of an approved indirect cost rate.

Justification: Provide a breakdown of the amounts and percentages that comprise fringe benefit costs such as health insurance, Federal Insurance Contributions Act (FICA) taxes, retirement insurance, taxes, etc.

Travel

Description: Costs of project-related travel by employees of the applicant organization. (This item does not include costs of consultant travel).

Justification: For each trip show: the total number of traveler(s); travel destination; duration of trip; per diem; mileage allowances, if privately owned vehicles will be used to travel out of town; and other transportation costs and subsistence allowances. If appropriate for this project, travel costs for key staff to attend ACF-sponsored workshops should be detailed in the budget.

Equipment

Description: "Equipment" means an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost that equals or exceeds the lesser of: (a) the capitalization level established by the organization for the financial statement purposes, or (b) \$5,000. (Note: Acquisition cost means the net invoice unit price of an item of equipment, including the cost of any modifications, attachments, accessories, or auxiliary apparatus necessary to make it usable for the purpose for which it is acquired. Ancillary charges, such as taxes, duty, protective in-transit insurance, freight, and installation, shall be included in or excluded from acquisition cost in accordance with the organization's regular written accounting practices.)

Justification: For each type of equipment requested provide: a description of the equipment; the cost per unit; the number of units; the total cost; and a plan for use on the project; as well as use and/or disposal of the equipment after the project ends. An applicant organization that uses its own definition for equipment should provide a copy of its policy, or section of its policy, that includes the equipment definition.

Supplies

Description: Costs of all tangible personal property other than that included under the Equipment category.

Justification: Specify general categories of supplies and their costs. Show computations and provide other information that supports the amount requested.

Contractual

Description: Costs of all contracts for services and goods except for those that belong under other categories such as equipment, supplies, construction, etc. Include thirdparty evaluation contracts, if applicable, and contracts with secondary recipient organizations, including delegate agencies and specific project(s) and/or businesses to be financed by the applicant.

Justification: Demonstrate that all procurement transactions will be conducted in a manner to provide, to the maximum extent practical, open and free competition. Recipients and subrecipients, other than States that are required to use 45 CFR Part 92 procedures, must justify any anticipated procurement action that is expected to be awarded without competition and exceeds the simplified acquisition threshold fixed at 41 U.S.C. 403(11), currently set at \$100,000. Recipients may be required to make pre-award review and procurement documents, such as requests for proposals or invitations for bids, independent cost estimates, etc. available to ACF.

Note: Whenever the applicant intends to delegate part of the project to another agency, the applicant must provide a detailed budget and budget narrative for each delegate agency, by agency title, along with the same supporting information referred to in these instructions.

Other

Description: Enter the total of all other costs. Such costs, where applicable and appropriate, may include but are not limited to: local travel; insurance; food; medical and dental costs (noncontractual); professional services costs; space and equipment rentals; printing and publication; computer use; training costs, such as tuition and stipends; staff development costs; and administrative costs.

Justification: Provide computations, a narrative description and a justification for each cost under this category.

Indirect Charges

Description: Total amount of indirect costs. This category should be used only when the applicant currently has an indirect cost rate approved by the Department of Health and Human Services (HHS) or another cognizant Federal agency.

Justification: An applicant that will charge indirect costs to the grant must enclose a copy of the current rate agreement. If the applicant organization is in the process of initially developing or renegotiating a rate, upon notification that an award will be made, it should immediately develop a tentative indirect cost rate proposal based on its most recently completed fiscal year, in accordance with the cognizant agency's guidelines for establishing indirect cost rates, and submit it to the cognizant agency. Applicants awaiting approval of their indirect cost proposals may also request indirect costs. When an indirect cost rate is requested, those costs included in the indirect cost pool should not be charged as direct costs to the grant. Also, if the applicant is requesting a rate that is less than what is allowed under the program, the authorized representative of the applicant organization must submit a signed acknowledgement that the applicant is accepting a lower rate than allowed.

Paperwork Reduction Disclaimer

As required by the Paperwork Reduction Act, 44 U.S.C. §§ 3501-3520, the public reporting burden for the Project Description is estimated to average 40 hours per response, including the time for reviewing instructions, gathering and maintaining the data needed, and reviewing the collection information. The Project Description information collection is approved under OMB control number 0970-0139, which expires 11/30/2012. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number.

Application Submission Options

Electronic Submission via www.Grants.gov

- ACF will not accept applications via facsimile or email.
- The Funding Opportunity Announcement is found on the Grants.gov website at <http://www.grants.gov> where the electronic application can be downloaded for completion.
- To apply electronically, applicants must be registered with Grants.gov, Dun and Bradstreet (DUNS Number), and the Central Contractor Registry (CCR).
- All pages of the application package must be sequentially numbered.
- Electronically submitted applications must be received and time/date stamped by the due date and receipt time described in this announcement in *Section IV.3. Submission Dates and Times*.
- To submit an application through Grants.gov, the applicant must be the Authorized Organization Representative (AOR) for their organization and must have current registration with the Central Contractor Registry (CCR).
- **Central Contractor Registry (CCR) registration must be updated annually.** As of October 1, 2010, all applicants for Federal grants and cooperative agreements are required to have CCR registration.
- Electronically submitted applications will not pass the validation check at Grants.gov if the AOR does not have a current CCR registration and electronic signature credentials.
- Applications rejected by Grants.gov for an unregistered AOR will be disqualified and will not be considered for competition.
- Additional guidance on the submission of electronic applications can be found at the [Grants.gov Registration Checklist](http://www.Grants.gov/RegistrationChecklist).
- If difficulties are encountered in using Grants.gov, applicants must contact the Grants.gov Contact Center at: 1-800-518-4726, or by email at support@grants.gov, to report the problem and obtain assistance. Hours of Operation: 24 hours a day, 7 days a week. The Grants.gov Contact Center is closed on Federal holidays.
- Applicants should retain Grants.gov Contact Center service ticket number(s) as they may be needed for future reference.
- Applicants that submit their applications electronically should retain a hard copy of their application package.
- It is to an applicant's advantage to submit their applications at least 24 hours in advance of the closing date and time.
- Applicants should not wait until the due date for applications to begin submission of their application.

Contact with the Grants.gov Contact Center prior to the listed due date and time does not ensure acceptance of your application. If difficulties are encountered, ACF's Grants Management Officer (GMO) will make a determination whether the issues are due to Grants.gov system errors or user error.

Hard Copy Submission

Applicants that are submitting their applications in hard copy format, by mail or delivery, must submit one original and two copies of the complete application with all attachments. The original and each of the two copies must include all required forms, certifications, assurances, and appendices, be signed by the Authorized Organization Representative (AOR), and be unbound. The original copy of the application must have original signature(s). See *Section IV.6* of this announcement for address information for hard copy application submissions.

Applications submitted in hard copy must show a DUNS Number. A DUNS Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be acquired at no cost online at <http://www.dnb.com>. To acquire a DUNS number by phone, contact the D&B Government Customer Response Center: U.S. and U.S. Virgin Islands: 1-866-705-5711; Alaska and Puerto Rico: 1-800-234-3867 (Select Option 2, then Option 1). Monday through Friday 7 a.m. to 8 p.m., c.s.t.

As of October 1, 2010, all applicants for Federal grants and cooperative agreements, including those that apply in paper format, are required to have Central Contractor Registration. CCR registration is also required for organizations that will receive subawards under Federal grants and cooperative agreements. CCR registration may be made online at www.ccr.gov or by phone at 1-866-606-8220.

CCR registration must be updated annually from the date of the initial registration. CCR registration is required to be active throughout the period of award. Lack of CCR registration will prevent ACF from making an award to a recommended applicant.

There is the possibility of heavy traffic at the CCR website at application due dates. Therefore, applicants are strongly encouraged to register at the CCR well in advance of the application due date. CCR registration must be updated annually. CCR registration must be active and maintained with current information at all times during which an organization has an active award or an application under consideration.

Applicants may refer to *Section VIII. Other Information* for a checklist of application requirements that may be used in developing and organizing application materials. Details concerning acknowledgment of received applications are available in *Section IV.3. Submission Dates and Times* of this announcement.

IV.3. Submission Dates and Times

Due Date for Letter of Intent: **06/17/2011**

Due Date for Applications: **07/15/2011**

Explanation of Due Dates

The due date for receipt of applications is listed in the *Overview* and in this section. Applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will not be considered in the current competition.

Applicants are responsible for ensuring that applications are received by mail, hand-delivery, or submitted electronically well in advance of the application due date and time.

Mailed Applications

Mailed applications must be **received** no later than 4:30 p.m., eastern time, on the due date, listed in the *Overview* and in this section, at the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will be disqualified from competition.

Hand-Delivered Applications

Applications that are hand-delivered by applicants, applicant couriers, other representatives of the applicant, or by overnight/express mail couriers must be **received** on, or before, the due date listed in the *Overview* and in this section, between the hours of 8:00 a.m. and 4:30 p.m., eastern time, Monday through Friday (excluding Federal holidays). Applications should be delivered to the address provided in *Section IV.6* of this announcement. Applications received after the stated due date and time will be designated as late and will be disqualified from competition.

Electronically-Submitted Applications

ACF does not accommodate transmission of applications by facsimile or email. Instructions for electronic submission via www.Grants.gov may be found at the [Grants.gov Registration Checklist](#).

Electronically-submitted applications must be **received and validated** at www.Grants.gov by 4:30 p.m., eastern time, on the due date.

Upon submission and receipt of an application via www.Grants.gov, the applicant will receive three emails:

1. Acknowledgement of the application's submission to www.Grants.gov. This email will provide a **Grants.gov tracking number**. Applicants should refer to this tracking number in all communication with Grants.gov. The email will also provide a **date and time-stamp, which serves as the official record of application submission**. The date and time-stamp must reflect a submission time on, or before, 4:30 p.m., eastern time, on the application due date for the application to be considered as meeting the due date. Applications received at Grants.gov after the due date and time will be disqualified.
2. Acknowledgement from Grants.gov that the submitted application package has passed, or failed, a series of checks and validations. Applications received on the due date that fail the validation check on, or after, 4:30 p.m., eastern time, on the due date because the Authorized Organization Representative (AOR) is not registered with the Central Contractor Registry (CCR) will be determined to be late and will not be considered for the review. Applications that do not pass the validation check at Grants.gov after the due date and time will be disqualified.
3. An additional email from ACF will be sent to the applicant indicating that the application has been retrieved from www.Grants.gov by ACF.

Late Applications

No appeals will be considered for applications classified as late under the following circumstances:

- Hard-copy applications received after 4:30 p.m., eastern time, on the due date will be classified as late and will be disqualified.
- Electronically-submitted applications are considered late, and are disqualified, when the date and time-stamp received by email from www.Grants.gov is after 4:30 p.m., eastern time, on the due date.

- Electronically-submitted applications submitted by an AOR that does not have a current registration with the Central Contractor Registry (CCR) will be rejected by Grants.gov. Although the applicant may have an acceptable dated and time-stamped email from Grants.gov, these applications are considered late and are disqualified.

Extension/Waiver of Due Date and Receipt Time

ACF may extend an application due date and receipt time when circumstances such as natural disasters occur (floods, hurricanes, etc.); when there are widespread disruptions of mail service; or in other rare cases. The determination to extend or waive the due date and receipt time requirements rests with ACF's Chief Grants Management Officer.

Acknowledgement of Received Application

ACF will not provide acknowledgement of receipt of hard copy application packages submitted via mail or courier services.

Upon submission of an application electronically via <http://www.Grants.gov>, the applicant will receive three emails:

1. Acknowledgement of the application's submission to Grants.gov. This email will provide a **Grants.gov tracking number**. The email will also provide a **date and time-stamp, which serves as the official record of application submission**.
2. Your application has been validated and provides a Time/Date Stamp. See the previous section on failing the validation check because of an unregistered Authorized Organization Representative (AOR).
3. An email will be sent to the applicant from ACF indicating that the application has been retrieved from Grants.gov by ACF.

IV.4. Intergovernmental Review of Federal Programs

This program is covered under Executive Order (E.O.) 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Under the Executive Order, States may design their own processes for reviewing and commenting on proposed Federal assistance under covered programs.

Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/.

Applicants from participating jurisdictions should contact their SPOC, as soon as possible, to alert them of their prospective applications and to receive instructions on their jurisdiction's procedures. Applicants must submit all required application materials to the SPOC and indicate the date of submission on the Standard Form (SF) 424 at item 19.

Under 45 CFR 100.8(a)(2), a SPOC has 60 days from the application due date to comment on proposed new awards.

SPOC comments may be submitted directly to ACF to: U.S. Department of Health and Human Services, Administration for Children and Families, Office of Grants Management, Division of Discretionary Grants, 370 L'Enfant Promenade SW., 6th Floor East, Washington, DC 20447.

Entities that meet the eligibility requirements of this announcement are still eligible to apply for a grant even if a State, Territory or Commonwealth, etc., does not have a SPOC or has chosen not to participate in the process. Applicants from non-participating jurisdictions need take no action with regard to E.O. 12372. Applications from Federally-recognized Indian Tribal governments are not subject to E.O. 12372.

IV.5. Funding Restrictions

Costs of organized fund raising, including financial campaigns, endowment drives, solicitation of gifts and bequests, and similar expenses incurred solely to raise capital or obtain contributions, are considered unallowable costs under grants awarded under this announcement.

Grant awards will not allow reimbursement of pre-award costs.

Construction is not an allowable activity or expenditure under this grant award.

Purchase of real property is not an allowable activity or expenditure under this grant award.

IV.6. Other Submission Requirements

Submit applications to one of the following addresses:

Submission By Mail

Lisa Dammar
FYSB Operations Center
c/o Lux Consulting Group
Attention: FV/CSIRC Applicant
8405 Colesville Road, Suite 600
Silver Spring, MD 20910

Hand Delivery

Lisa Dammar
FYSB Operations Center
c/o Lux Consulting Group
Attention: FV/CSIRC Applicant
8405 Colesville Road, Suite 600
Silver Spring, MD 20910

Electronic Submission

See *Section IV.2* for application requirements and for guidance when submitting applications electronically via <http://www.Grants.gov>.

For all submissions, see *Section IV.3* for information on due dates and times.

V. Application Review Information

V.1. Criteria

Applications competing for financial assistance will be reviewed and evaluated using the criteria described in this section. The corresponding point values indicate the relative importance placed on each review criterion. Points will be allocated based on the extent to which the application proposal addresses each of the criteria listed. Applicants should address these criteria in their application materials, particularly in the project description and budget justification, as they are the basis upon which competing applications will be judged during the objective review. The required elements of the project description and budget justification may be found in *Section IV.2* of this announcement.

Applications will be judged based on how well they achieve the goals and application project description requirements outlined in *Section IV.2., Project Description*. Reviewers will pay close attention to the project criteria described in *Section I., Description* and *Section IV.2., Project Description*, particularly the "Approach" and "Approach Activities" portions of the application.

Awards may not be made to ineligible entities.

For formatting requirements, please see *Section IV.2., Content and Form of Application Submission*.

OBJECTIVES AND NEED FOR ASSISTANCE

Maximum Points: 5

Applications will be scored according to the following criteria:

1. The extent to which the application describes a clear need for the proposed project and a clear plan for how the project will address those needs, including barriers to services and systems, challenges faced by domestic violence service providers in assisting domestic violence survivors with specific complex needs, the efforts of State Domestic Violence Coalitions to address these challenges, related training and technical assistance gaps, and relevant data and analysis.
2. The extent to which the application provides documentation on the State(s), Tribe(s), organizations, and/or communities to be impacted and served.
3. The extent to which the applicant supplies a plan for addressing the scope of the problem or problems identified and the types of assistance that are needed, and an assessment of how the proposed project objectives will address the identified areas of need.
4. The extent to which the application demonstrates a clear commitment to expanding the capacity of the domestic violence field and engaging communities as discussed throughout *Section IV.2., Project Description*.
5. The extent to which the application for a CSIRC describes clear and appropriate program objectives, that are nationally comprehensive in scope, and will fulfill the program purpose and program requirements as described in *Section I., Description* and *Section IV.2., Project Description*.

OUTCOMES EXPECTED

Maximum Points: 5

Applications will be scored according to the following criteria:

1. The extent to which the application identifies quantitative and qualitative outcomes and outputs for the proposed project that will lead to specialized advocacy and practice changes within the domestic violence field and "Outcomes Expected" as described in *Section IV.2., Project Description*.
2. The extent to which the application responds to each aspect of the "Outcomes Expected" as described in *Section IV.2., Project Description*.
3. The extent to which the application demonstrates a sound relationship between planned project activities and intended quantitative and qualitative outcomes and outputs.

APPROACH

Maximum Points: 40

Applications will be scored according to the following criteria:

1. The extent to which the application demonstrates a national and comprehensive plan for providing technical assistance and training to expand the capacity of domestic violence programs, domestic violence coalitions, Tribes, tribal organizations, government agencies, and community-based organizations to address domestic violence intervention and prevention.
2. The extent to which the application responds to each aspect of the Approach including the activities detailed under the Public Awareness and Resource Development Activities, Training and Technical Assistance Activities, Policy Development and Systems Engagement Activities, Research and

Evaluation Activities, and Additional Considerations sections as they relate to the CSIRC and as described in *Section IV.2., Project Description*, Applicant Approach Activities.

3. The extent to which the application describes how the proposed project will shape the awareness of the domestic violence field, the general public, and public/private entities with regards to emerging issues and effective family violence, domestic violence, and dating violence prevention and intervention as described in *Section IV.2., Project Description*, Approach.
4. The extent to which the application describes how the proposed project will engage culturally specific communities or public/private systems and the domestic violence field to create national, statewide, or local improvements in systemic family violence, domestic violence, and dating violence intervention or prevention responses as described in *Section IV.2., Project Description*, Approach.
5. The extent to which the application describes how the applicant will accomplish each required element of the "Approach" as described in *Section IV.2., Project Description*, Approach, and the feasibility of the proposed means of accomplishing these elements.
6. The extent to which the applicant's plan relates project tasks to the objectives, provides a timetable for the accomplishment of significant project activities and products, and selects appropriate project activities to achieve project goals and objectives and meet the identified needs.
7. The extent to which the application describes how collaborations will be undertaken and relationships with project partners managed.
8. The extent to which the application describes how the applicant will contribute to or assist in advancing the research, evaluation, and programmatic outcomes of family violence, domestic violence, and dating violence intervention and prevention programs.
9. The extent to which the application describes policies, procedures, and protocols to ensure the non-disclosure of confidential or private information of victims of family violence, dating violence, and domestic violence.
10. The extent to which the application describes how the applicant will collaborate with DVRN members and other technical assistance providers to meet the objectives.

EVALUATION

Maximum Points: 10

Applications will be scored according to the following criteria:

1. The extent to which the application describes the frequency of data collection and utilization of needs assessments and program data to make program adjustments. The application should include a description of how the organization will continue to make ongoing program adjustments that will improve performance and a description of data analysis.
2. The extent to which the application describes a feasible plan to evaluate success in achieving the goals set forth in the application.
3. The extent to which the applicant demonstrates a sound plan for conducting internal evaluations related to service provision and programmatic outcomes.
4. The extent to which the applicant demonstrates a sound plan for measuring the effectiveness of any practice change strategies shared with the domestic violence field, as well as measuring how service practices change overtime.
5. The extent to which the applicant demonstrates a sound plan for measuring the broad base of organizations reached or impacted by services, programming, and technical assistance.

ORGANIZATIONAL PROFILES

Maximum Points: 30

Applications will be scored according to the following criteria:

1. The extent to which the application demonstrates that the organization meets all the criteria to be eligible applicants as described in *Section III.1., Eligible Applicants*. Applications that do not meet

the basic, substantive criteria as described in Section *III.1., Eligible Applicants* will be considered ineligible.

2. The extent to which the application demonstrates documented experience in the areas of domestic violence prevention and services specifically relevant to racial or ethnic populations and historically marginalized communities as described in Section *III.1., Eligible Applicants*.
3. The extent to which the applicant's organizational executive leadership and staffing structure is representative of the specific racial, ethnic, underserved, or historically marginalized community the applicant proposes to serve, which also includes having a steering committee/advisory board that includes representatives from culturally specific communities, community-based organizations, and domestic violence programs that are geographically and culturally diverse as described in Section *III.1., Eligible Applicants*.
4. The extent to which the applicant, through submission of letters of support or MOU, demonstrates the organizational knowledge and professional relationships with the network of local, State, and Tribal domestic violence programs, technical assistance providers, and national resource centers in order to provide national strategies, training, research, and resources related to the intervention and prevention of family violence, domestic violence, and dating violence.
5. The extent to which the application demonstrates the organizational capacity necessary to undertake a national project providing training and technical assistance as described in *Section I., Description* and *Section IV.2., Project Description, Approach*.
6. The extent to which the application describes the expertise of the proposed staff, describes the administrative and organizational structure of the applicant organization, including the management plan, and the operational and programmatic relationships to other national organizations and domestic violence service providers at the local, State, and national levels.
7. The extent to which the application provides a staffing plan that demonstrates a sound relationship between the proposed responsibilities of program staff and the educational and professional experience required for staff positions through a discussion of position descriptions and resumes or biographical sketches of key staff, including consultants. "Key Staff" are defined as those staff members responsible for direct oversight, management, or implementation of the proposed project.
8. The extent to which the application describes a plan for training project staff in the appropriate topics to safely and effectively carry out the project and handle the issues they will encounter in a culturally competent manner that effectively responds to the ethnicity, age, gender identity, cultural practices, sexual orientation, socioeconomic status, educational background, and language of the targeted population.
9. The extent to which the application includes documentation of expertise regarding domestic violence intervention and prevention, the provision of national training and technical assistance, and the ability to lead the domestic violence field and collaborate with a diverse network of organizations as described in *Section IV.2., Project Description*.
10. The extent to which the application identifies a Point of Contact for this grant, including telephone number and email address.
11. The extent to which MOUs are detailed, include the roles and responsibilities of both parties, and describe fair and appropriate compensation, if applicable.
12. The extent to which the application includes letters of support from advocates and local, State or tribal, and national organizations who are working to address domestic violence and dating violence, including services for children or youth exposed to domestic violence.

BUDGET AND BUDGET JUSTIFICATION

Maximum Points: 10

For all priority areas, applications will be scored according to the following criteria:

1. The extent to which a detailed line item budget of project costs is included and demonstrates how cost estimates were derived. Detailed calculations must include estimation of methods, quantities,

unit costs and other similar quantitative detail sufficient for the calculation to be duplicated. The budget must include all the information required and described in *Section IV.2., Content and Form of Application Submission*.

2. The extent to which the proposed budget and budget justification are feasible for the proposed approach, logical, reasonable, and appropriate.
3. The extent to which the proposed budget and budget justification are free of errors.
4. The extent to which the application demonstrates how the funds requested are necessary and essential to accomplish the Approach as described in *Section IV.2., Project Description*.
5. The extent to which the budget delineates fair compensation for project partners.

Maximum Points: 100

V.2. Review and Selection Process

No grant award will be made under this announcement on the basis of an incomplete application. No grant award will be made to an applicant that does not have active CCR registration (www.ccr.gov or 1-866-606-8220).

Initial ACF Screening

Each application will be screened to determine whether it was received by the closing date and time and whether the requested amount exceeds the award ceiling. Applications that are designated as late according to *Section IV.3. Submission Dates and Times*, or those with requests that exceed the award ceiling, stated in *Section II. Award Information*, will receive a screen-out letter noting that the application was deemed non-responsive and will not be considered for competitive review or funding under this announcement.

Objective Review and Results

Applications competing for financial assistance will be reviewed and evaluated by objective review panels using the criteria described in *Section V.1* of this announcement. Each panel is made up of experts with knowledge and experience in the area under review. Generally, review panels are composed of three reviewers and one chairperson.

Results of the competitive objective review are taken into consideration by ACF in the selection of projects for funding; however, objective review scores and rankings are not binding. They are one element in the decision-making process.

ACF may elect not to fund applicants with management or financial problems that would indicate an inability to successfully complete the proposed project. Applications may be funded in whole or in part. Successful applicants may be funded at an amount lower than that requested. ACF reserves the right to consider preferences to fund organizations serving emerging, unserved, or under-served populations, including those populations located in pockets of poverty. ACF will also consider the geographic distribution of Federal funds in its award decisions.

Please refer to *Section IV.2.* of this announcement for information on non-Federal reviewers in the review process.

Approved but Unfunded Applications

Applications recommended for approval that were not funded under the competition because of the lack of available funds, may be held over by ACF and re-considered in a subsequent review cycle if a future competition under the program area is planned. These applications will be held over for a period of up to one year and will be re-competed for funding with all other competing applications in the next available review cycle.

V.3. Anticipated Announcement and Award Dates

Announcement of awards and the disposition of applications will be provided to applicants at a later date.

VI. Award Administration Information

VI.1. Award Notices

Successful applicants will be notified through the issuance of a Financial Assistance Award (FAA) document that sets forth the amount of funds granted, the terms and conditions of the grant, the effective date of the grant, the budget period for which initial support will be given, the non-Federal share to be provided (if applicable), and the total project period for which support is contemplated. The FAA will be signed by the Grants Officer and transmitted via postal mail. Following the finalization of funding decisions, organizations whose applications will not be funded will be notified by letter, signed by the Program Office head.

VI.2. Administrative and National Policy Requirements

Awards issued under this announcement are subject to the uniform administrative requirements and cost principles of 45 C.F.R. Part 74 (Awards And Subawards To Institutions Of Higher Education, Hospitals, Other Nonprofit Organizations, And Commercial Organizations) or 45 C.F.R. Part 92 (Grants And Cooperative Agreements To State, Local, And Tribal Governments). The Code of Federal Regulations (C.F.R.) is available at <http://www.gpoaccess.gov/cfr>.

An application funded with the release of Federal funds through a grant award, does not constitute, or imply, compliance with Federal regulations. Funded organizations are responsible for ensuring that their activities comply with all applicable Federal regulations.

Prohibition Against Profit

Grantees are subject to the limitations set forth in 45 C.F.R. Part 74, Subpart E-Special Provisions for Awards to Commercial Organizations (45 C.F.R. Part 74.81_Prohibition against profit), which states that, "... no HHS funds may be paid as profit to any recipient even if the recipient is a commercial organization. Profit is any amount in excess of allowable direct and indirect costs."

Equal Treatment for Faith-Based Organizations

Grantees are also subject to the requirements of 45 C.F.R. Part 87.1(c), Equal Treatment for Faith-Based Organizations, which says, "Organizations that receive direct financial assistance from the Department under any Department program may not engage in inherently religious activities such as religious instruction, worship, or proselytization as part of the programs or services funded with direct financial assistance from the Department." Therefore, organizations must take steps to separate, in time or location, their inherently religious activities from the services funded under this program.

A faith-based organization receiving HHS funds retains its independence from Federal, State, and local governments, and may continue to carry out its mission, including the definition, practice, and expression of its religious beliefs. For example, a faith-based organization may use space in its facilities to provide secular programs or services funded with Federal funds without removing religious art, icons, scriptures, or other religious symbols. In addition, a faith-based organization that receives Federal funds retains its authority over its internal governance, and it may retain religious terms in its organization's name, select its board members on a religious basis, and include religious references in its organization's mission statements and other governing documents in accordance with all program requirements, statutes, and other applicable requirements governing the conduct of HHS funded activities.

Regulations pertaining to the Equal Treatment for Faith-Based Organizations, which includes the prohibition against Federal funding of inherently religious activities, and additional information on "Understanding the Regulations Related to the Faith-Based and Community Initiative" are available at <http://www.hhs.gov/fbciregulations/index.html>.

The Code of Federal Regulations (C.F.R.) is available at <http://www.gpoaccess.gov/cfr>.

Award Term and Condition under the Trafficking Victims Protection Act of 2000

Awards issued under this announcement are subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to http://www.acf.hhs.gov/grants/award_term.html. If you are unable to access this link, please contact the Grants Management Contact identified in Section VII. Agency Contacts of this announcement to obtain a copy of the Term.

HHS Grants Policy Statement

The HHS Grants Policy Statement (HHS GPS) is the Department of Health and Human Services' single policy guide for discretionary grants and cooperative agreements. ACF grant awards are subject to the requirements of the HHS GPS, which covers basic grants processes, standard terms and conditions, and points of contact, as well as important agency-specific requirements. Appendices to the HHS GPS include a glossary of terms and a list of standard abbreviations for ease of reference. The general terms and conditions in the HHS GPS will apply as indicated unless there are statutory, regulatory, or award-specific requirements to the contrary that are specified in the Financial Assistance Award (FAA). The HHS GPS is available at http://www.acf.hhs.gov/grants/grants_related.html.

VI.3. Reporting

Grantees under this announcement will be required to submit performance progress and financial reports periodically throughout the project period. The frequency of required reporting is listed later in this section. Final reports may be submitted in hard copy to the Grants Management Office Contact listed in *Section VII. Agency Contacts* of this announcement. Instructions on submission of reports electronically will be provided with award documents.

Performance Progress Reports (PPR)

ACF grantees are required to submit the SF-PPR Cover Page. ACF Programs that utilize reporting forms or formats in addition to, or instead of, the SF-PPR have listed the reporting requirements later in this section.

Grant award documents will inform grantees of the appropriate performance progress report form or format to use. Grantees should consult their award documents to determine the appropriate performance

progress report format required under their award. Performance progress reports are due 30 days after the end of the reporting period.

Final program performance reports are due 90 days after the close of the project period. The SF-PPR may be found at http://www.acf.hhs.gov/grants/grants_resources.html.

Federal Financial Reports (FFR)

As of February 1, 2011, the Department of Health and Human Services (HHS) began the transition from use of the SF-269, Financial Status Report (Short Form or Long Form) to the use of the SF-425 Federal Financial Report for expenditure reporting. SF-269s will no longer be accepted for expenditure reports due after that date. If an SF-269 is submitted, the Administration for Children and Families (ACF) will return it and require the recipient to complete the SF-425.

The transition strategy is allowing individual HHS Operating Divisions to select--from a limited number of options--the approach that best fits their programs and business process. This transition does not affect completion or submission of the cash reporting to the HHS Division of Payment Management's Payment Management System (PMS). The primary features of this transition for recipients are that OPDIVs that previously required electronic submission of the SF-269 will receive the SF-425 expenditure reports electronically and, until further notice, OPDIVs that have been receiving expenditure reports in hard copy will continue to do so.

All expenditure reports will be due on one of the standard due dates by which cash reporting is required to be submitted to PMS OR at the end of a calendar quarter as determined by the Operating Division. As a result, a recipient that receives awards from more than one OPDIV may be subject to more than one approach, but will not be required to change its current means of submission or be subjected to more than eight standard due dates.

Beginning with budget periods which end from January 1 - March 31, 2011, and for all budget periods thereafter, all affected ACF grantees will be required to submit an SF-425 report as frequently as is required in the terms and conditions of their award using due dates for reports to PMS.

For budget periods ending in the months of:	The FFR (SF-425) is due to ACF on:
January 01 through March 31	April 30
April 01 through June 30	July 30
July 01 through September 30	October 30
October 01 through December 31	January 30

Fillable versions of the SF-425 form in Adobe PDF and MS-Excel formats, along with instructions, are available at http://www.whitehouse.gov/omb/grants_forms, www.forms.gov, and on the [ACF Funding Opportunity website Forms](#) page.

Further instructions will be provided, as necessary, with award terms and conditions that will address specific reporting periods and due dates on an award-by-award basis. Additional information on frequency of reporting is available on the ACF Funding Opportunities web site at http://www.acf.hhs.gov/grants/msg_sf425.html.

For planning purposes, reporting periods for awards made under this announcement are as follows:

Program Progress Reports: Semi-Annually

Financial Reports: Semi-Annually

Awards issued as a result of this funding opportunity may be subject to the Transparency Act subaward and executive compensation reporting requirements of 2 C.F.R. Part 170. See ACF's [Award Term for Federal Financial Accountability and Transparency Act \(FFATA\) Subaward and Executive Compensation Reporting Requirement](#) implementing this requirement and additional award applicability information.

VII. Agency Contacts

Program Office Contact

Shawndell Dawson

ACF

ACYF

FYSB.HQ

Portals

1250 Maryland Ave SW, 8th Floor

Washington, DC 20024

Phone: (202) 205-1476

Email: Shawndell.Dawson@acf.hhs.gov

Office of Grants Management Contact

Lisa Dammar

ACYF Operations Center

c/o Lux Consulting Group

Attention: FV/CSIRC Applicant

8405 Colesville Road, Suite 600

Silver Spring, MD 20910

Federal Relay Service:

Hearing-impaired and speech-impaired callers may contact the Federal Relay Service for assistance at 1-800-877-8339 (TTY - Text Telephone or ASCII - American Standard Code For Information Interchange).

VIII. Other Information

NOTICE: ACF intends to implement all electronic application submission via www.Grants.gov for applications for discretionary awards in FY 2012. For applicants without Internet access, or those without the computer capacity to upload large documents, ACF will offer a waiver procedure. In 2011, ACF will post a *Federal Register* notice soliciting public comment on the intended move to all electronic application submission via www.Grants.gov for applicants for discretionary awards.

Reference Websites

U.S. Department of Health and Human Services (HHS) on the Internet <http://www.hhs.gov/>.

Administration for Children and Families (ACF) on the Internet <http://www.acf.hhs.gov/>.

Administration for Children and Families - ACF Funding Opportunities homepage <http://www.acf.hhs.gov/grants/>.

Catalog of Federal Domestic Assistance (C.F.D.A.) <https://www.cfda.gov/>.

Code of Federal Regulations (C.F.R.) <http://www.gpo.gov/fdsys>.

United States Code (U.S.C) <http://www.gpoaccess.gov/uscode/>.

All required Standard Forms, assurances, and certifications are available on the ACF Forms page at http://www.acf.hhs.gov/grants/grants_resources.html.

Grants.gov Forms Repository webpage at http://www.grants.gov/agencies/aforms_repository_information.jsp.

Versions of other Standard Forms (SFs) are available on the Office of Management and Budget (OMB) Grants Management Forms web site at http://www.whitehouse.gov/omb/grants_forms/.

For information regarding accessibility issues, visit the Grants.gov Accessibility Compliance Page at http://www07.grants.gov/aboutgrants/accessibility_compliance.jsp

Sign up to receive notification of ACF Funding Opportunities at [www.Grants.gov](http://www.grants.gov) http://www.grants.gov/applicants/email_subscription.jsp.

Application Checklist

Applicants may use the checklist below as a guide when preparing your application package.

What to Submit	Where Found	When to Submit
Central Contractor Registration (CCR)	Referenced in Section IV.2. of the announcement. Go to www.ccr.gov to register.	Required for all applicants. CCR registration must be active by time of award.
DUNS Number (Universal Identifier)	Referenced in Section IV.2. of the announcement. Go to http://fedgov.dnb.com/webform to obtain DUNS Number.	Required in application submission.

Letter of Intent	Referenced in Section IV.2. of the announcement. under "Project Description."	Submission is due by the Letter of Intent due date found in the Overview and in Section IV.3.
SF-424 - Application for Federal Assistance SF-P/PSL - Project/Performance Site Location(s)	Referenced in Section IV.2. and found at http:// www.acf.hhs.gov/ grants/grants_resources.html and at the Grants.gov Forms Repository at http://www.grants.gov/ agencies/ aforms_repository_information.jsp .	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-424A - Budget Information - Non-Construction Programs SF-424B - Assurances - Non-Construction Programs	Referenced in Section IV.2. and found at http:// www.acf.hhs.gov/ grants/grants_resources.html .	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Description	Referenced in Section IV.2. of the announcement.	Submission is due by the application due date found in the Overview and in Section IV.3.
Budget and Budget Justification	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
SF-LLL - Disclosure of Lobbying Activities, if applicable	<p>"Disclosure Form to Report Lobbying" is referenced in Section IV.2. and found at http:// www.acf.hhs.gov/ grants/grants_resources.html.</p> <p>Submission of this form is required if any funds have been paid, or will be paid, to any person for influencing, or attempting to influence, an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this commitment providing for the United States to insure or guarantee a loan.</p>	If applicable, submission is due prior to award.

Certification Regarding Lobbying	Referenced in Section IV.2. of the announcement and found at http://www.acf.hhs.gov/grants/grants_resources.html .	Submission is due prior to award.
Letters of Support	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Third-Party Agreements	Referenced in Section IV.2. of the announcement under "Project Description."	If available, submission is due by the application due date found in the Overview and in Section IV.3. If not available at the time of application submission, due by the time of award.
This program is covered under E.O. 12372, "Intergovernmental Review of Federal Programs," and 45 CFR Part 100, "Intergovernmental Review of Department of Health and Human Services Programs and Activities." Applicants must submit all required application materials to the State Single Point of Contact (SPOC) and indicate the date of submission on the Standard Form (SF) 424 at item 19.	Applicants should go to the following URL for the official list of the jurisdictions that have elected to participate in E.O. 12372 http://www.whitehouse.gov/omb/grants_spoc/ as indicated in Section IV.4. of this announcement.	Submission due to State Single Point of Contact by the application due date found in the Overview and in Section IV.3.
Table of Contents	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Project Summary/Abstract	Referenced in Section IV.2. of the announcement under "Project Description."	Submission is due by the application due date found in the Overview and in Section IV.3.
Proof of Non-Profit Status	Referenced in Section IV.2. of the announcement under "Legal Status of Applicant Entity" in the "Project Description."	Submission is due prior to award.

<p>Survey on Ensuring Equal Opportunity for Applicants</p>	<p>Non-profit private organizations (not including private universities) are encouraged to submit the survey with their applications. Applicants using a hard copy application, place the completed survey in an envelope labeled "Applicant Survey." Seal the envelope and include it along with the application package. Applicants applying electronically, may submit this survey along with the application.</p> <p>The survey is referenced in Section IV.2. of the announcement. The survey may be found at http://www.acf.hhs.gov/grants/grants_resources.html.</p>	<p>Submission is voluntary. Submission may be made with the application or prior to award.</p>
--	---	--

Appendices